



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24/03/2025

#### 1. IDENTIFICATION

|                         |   |          |
|-------------------------|---|----------|
| AGENCY:                 | SYS. POSN. NO:  | REF. NO: |
| DEPARTMENT OF FINANCE   |   | DFOS.041 |
| OFFICE:                 | <b>DESIGNATION/CLASSIFICATION:</b><br>OFFICER, GRADE 12     |          |
| LEVEL 4, TWIN TOWER 1   |   |          |
| DIVISION:               | <b>LOCAL DESIGNATION:</b><br>HUMAN RESOURCE POLICY DRAFTING |          |
| ORGANISATIONAL STRATEGY |   |          |
| BRANCH:                 | <b>REPORTING TO:</b> SENIOR HR OFFICER- POLICY<br>DRAFTING  |          |
| HUMAN RESOURCE POLICY   | <b>SYS. POS. NO:</b><br><b>REF. NO:</b> DFOS.040            |          |
| SECTION:                | <b>LOCATION:</b><br>TWIN TOWER 1, WAIGANI NCD               |          |

#### HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS                                  |
|-----------|-------------------|--|
|           | 26.03.2025        | Redesigned, reviewed according to Re-org |

#### 2. PURPOSE

To support the Senior HR Policy – Drafting Officer by reviewing policy drafts and operational policies to ensuring these are effectively implemented to support its Human Resource with compliance to General Orders, PFMA and other relevant HR laws to achieve the Department's overall objectives and priorities.

#### 3. DIMENSIONS

The HR Policy – Drafting Officer Reports to the Senior HR Officer – Policy Drafting.

#### 4. PRINCIPAL ACCOUNTABILITIES

- Production of HR related policy drafting guidelines and procedures tailored to the Department's business processes and operational policies in line with the PFMA, GO, PSMA and other relevant industry laws and regulations.
- Regular consultation with the Manager - HR Policy through the Senior HR Policy – Draft Officer for necessary policy updates.
- Assist review new or proposed HR policies and processes and working together with HR Policy Research team, Human Resource Transformation Branch and Remuneration & Entitlement Branch for strategized alignment to best fit the existing operational policies.
- Assist the Senior HR Policy – Drafting Officer conduct draft policy review consultations/awareness to internal stakeholders (Divisions) and management with HR Policy Research team, Human Resource Transformation Branch and Remuneration & Entitlement Branch for strategized alignment to best fit the existing operational policies.
- Monitor, research and review HR policy drafts
- Review policy effectiveness through data collection, feedback and reporting.

- HR Policy Branch is responsible for implementation, drafting, review and guidance of HR policies; Recruitment, Performance Management, Disciplinary, Employee Relations, Contract Management, Remuneration & Entitlement, Retirement, Occupational Health, Safety & Environment and Training & Development.

## 5. MAJOR DUTIES

- Assist Senior HR Policy – Drafting Officer by providing guidance and advice regarding the branch activities
- Draft, implement and manage HR policies and procedures in line with the GO, PFMA or related laws, industry best practises, and the Department's objectives
- Ensure policy draft deadlines are met and quality maintained through regular reporting and quality checks
- Review, revise and advice on HR policies to ensure they remain current and compliant with applicable and relevant legislations
- Assist the Manager HR Policy in collaboration with Human Resource Transformation Branch and Remuneration & Entitlement Branch in ensuring HR policies and procedures within the Department is followed correctly with minimal or no breach of HR policies and laws.
- Serve as primary point of conduct for policy drafting-related inquiries and or grievances.
- Ensure HR drafting policies and procedure is effective through sound database, feedback and reporting
- Develop communication strategies for policy drafting and related tasks ensuring employees are well-informed about policies and any changes
- As and when required, provide training to managers and employees on HR policies and procedures
- Setting clear expectations by articulating the roles and responsibilities of the subordinate and further ensuring he/she understands it
- Full participation in new initiatives, reviews of current processes and policies and improve the delivery of Branch outcomes
- Effectively prepare work schedules for subordinate whilst reviewing output
- Conduct regular audits to ensure policy adherence and recommend corrective actions as necessary

## 6. NATURE AND SCOPE



This role is focused on maintaining strict HR policy drafting guidelines and implementation that are set by the Department. These activities are to be conducted in line with the General Order (GO) and relevant HR procedures and legislations outlined by the Department of Personnel Management (DPM) for the whole of the Public Service. More so, this role requires a person who has highly developed interpersonal and communication skills with strong research and analytical skills to effectively perform the Branch tasks and activities.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Report directly to the Senior HR Policy – Drafting Officer whilst working alongside other officers within the HR Policy Branch as well the Division – Human Resource Transformation Branch, HR Skills and Enhancement Branch and Communications and Reporting Branch;
- Give support to the Senior Policy Drafting Officer

#### (b) External

- Maintain liaison and consultation with other Divisions through task allocation as directed by Manager HR Policy, Assistant Secretary HR Policy or First Assistant Secretary (FAS) in relation to HR policy related matters

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)

- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

## 7.2 Recommendations:

- Provide recommendations to Manager HR Policy through Senior HR Policy Drafting Officer on branch matters;
- Recommend to Manager HR Policy through Senior HR Policy Drafting Officer on possible resolutions and identify ways to improve issues, systems and process within the branch.

## 7.3 Decisions:

- Provide insights to tasks allocation;
- Work on relevant recommendation to be brought to the attention of the Manager Policy Coordination through Senior Policy Officer- Policy Coordination.



## 8. CHALLENGES

- Skills enhancement or knowledge in policy research, coordination and writing are fundamental aspects of this division. To create effective policies many staffs need to be further trained on policy literacy skills despite having backgrounds qualifications in Accountancy. A challenge would be ensuring all policy staffs are well versed in policy research methodologies and writing after being offered training by institutions such as National Research Institute (NRI) and Institute of National Affairs (INA)
- All staff needs to be trained on how to operate and use matters arising involving the Department of Finance Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies already on IFMS.

## 9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications and Experience:

- Bachelor Degree in Public Policy, Economics, Business Administration or any Arts majoring degree from a recognized university;
- 3-5 years relevant work experience in an organisational management or policy division management;

### Knowledge:

- Clear understanding of the range of Public Service (Management) Act (PSMA), Public Finance Management Act (PFMA), Public Service General Order (GO) and relevant laws and policies governing the work of Department of Finance and the Public Service;
- Demonstrated knowledge and understanding of a policy processes;
- Extensive knowledge of good management practices;
- Have sound knowledge in research methods, techniques and analysis

### Skills and Abilities:

- Excellent written and oral professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively task execution;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Public Relations

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

## STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Human Resource Officer - Policy Drafting, Gr. 12**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature:..... (print) Supervisor Title:.....

Division Head Name:..... Date:.....

Division Head Signature:..... Division Head Title:.....

